

Public Involvement Plan

General Plan and Development Code Update









August 2014

CLARION

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Project Overview

Lake Havasu City has hired Clarion Associates to prepare a comprehensive update of its Development Code and targeted updates of its General Plan to better guide the future development of the city. The General Plan will be updated to include new elements required under Arizona law for a city with a population greater than 50,000. Since the current General Plan was ratified by the community in 2002, the 50,000 threshold has been exceeded.

The primary goals of this project are to eliminate existing conflicts and inconsistencies within the existing Development Code, to ensure that the new code compliments the General Plan, and to make the Development Code simpler and more user-friendly. To address these goals, the updated code will integrate all land use regulations in a logical, simple, and illustrated format that incorporates best practices to guide more consistent decision-making and simplify administration. Throughout this project, Clarion team members will work closely with Lake Havasu City staff to ensure that the General Plan and Development Code reinforce the same vision for the future. Once the updated Development Code has been drafted, zoning map revisions will be identified, to assist the city in aligning the map and the code.

Public Involvement Plan

Purpose and Intent

Generating ideas and building support for the Lake Havasu City Development Code and General Plan Update Project ("Plan and Code Update") is a primary project objective. This Public Involvement Plan is designed to engage (from the bottom-up) residents, businesses, school districts, associations of government, public land management agencies, city staff, elected and appointed officials, and other stakeholders throughout every stage of the Plan and Code Updates. This plan and schedule are designed to obtain critical public input on the updates and to adhere to Arizona's Grow Smarter legislation, which amended state law to require effective, early, and continuous public participation when developing or amending a general plan.

ARIZONA'S GROW SMARTER ACT

The Grow Smarter Act (A.R.S. § 9-461.06 (2013)) requires that this public involvement plan provides for:

- The broad dissemination of proposals and alternatives.
- The opportunity for written comments.
- Public hearings after effective notice.
- Open discussions, communications programs and information services.
- Consideration of public comments.

In accordance with state law, this plan incorporates a variety of engagement strategies to involve the public (regularly and often) in every project phase from initiation to adoption of the General Plan and Development Code. The proposed public involvement strategies are tailored to align with the various stages of the project and range from brainstorming and visioning in the early stages, making informed choices and developing consensus in later stages, and building support and consent for adopting the updated Development Code and General Plan throughout the process.

Public Involvement Plan Elements

The Public Involvement Plan contains four key elements, as described briefly below. Details of each element are provided on the pages that follow.

COMMUNICATIONS STRATEGY

This element outlines the various communication tools that will be used to broadly distribute general plan and code work products (for public review and comment) and public meeting and hearing notifications to build awareness of the Plan and Code Update. Using the various means identified in this Public Involvement Plan, every effort will be made to keep the public informed during the Plan and Code Update process.

GENERAL PLAN UPDATE: PRELIMINARY ACTIVITIES AND EVENTS SCHEDULE

This element provides a framework to organize and specify the details of the various events and public engagement activities for each phase of the General Plan Update. A preliminary outline of potential activities and events is provided.

A General Plan Advisory Committee (GPAC), comprised of approximately 15 community stakeholders representing a broad spectrum of city residents and stakeholder groups, will be appointed to serve as a sounding board for the consultant team throughout the process, providing input on interim work products and helping to coordinate the General Plan Update with the Development Code Update and other community efforts, as appropriate.

The GPAC will update the Planning Commission and City Council at key points in the process to keep both groups informed about the General Plan Update effort and to seek input on key questions, as they emerge.

DEVELOPMENT CODE UPDATE: PRELIMINARY ACTIVITIES & EVENTS SCHEDULE

This element provides a framework to organize and specify the details of the various events and public engagement activities, for each phase of the Development Code Update. A preliminary outline of potential activities and events is provided.

A Technical Advisory Committee (TAC), comprised of key community stakeholders and city staff, will be appointed to serve as a sounding board for the consultant team throughout the process, providing input on interim work products and helping to coordinate the Development Code Update with the General Plan Update and other community efforts, as appropriate.

The TAC will update the Planning Commission and City Council at key points in the process to keep both groups informed about the Development Code Update effort and to seek input on key questions, as they emerge.

LIST OF KEY PROJECT STAKEHOLDERS

This element identifies a comprehensive list of key project stakeholders, organizations, and agencies, identified during initial stages of the project. Identified stakeholders, along with the community at large, will be kept informed regarding the Plan and Code Update and given a variety of opportunities to provide input. Additional stakeholders may be identified and added to this list as the process progresses.

Communications Strategy

COMMUNICATIONS METHODS & DETAILS

TIMING/SCHEDULE

Project Webpage

Purpose: Provide a means for the community to get information and share ideas at any time. Enables the community to access draft materials, schedules, and notices of events, and provides opportunities for community members to send comments and participate in online surveys or questionnaires at key points during the process.

CITY WEBSITE

• City staff will establish a Development Code and General Plan News and Updates link on the city's existing website:

http://www.lhcaz.gov/generalplan/

SITE UPDATES

- Clarion will provide city staff with a project description, event notices, meeting notes, and draft documents to post to the site to correspond with public outreach events.
- As appropriate, Clarion will provide city staff with links to online surveys (corresponding to Public Outreach Events) to post on the project webpage to solicit input from the community on specific questions to help inform the Plan and Code Update.
- Webpage launch-late-March 2014 (numerous related activities noted below)
- Major updates to occur 1-2
 weeks prior to Public
 Outreach Event (at site
 launch we will advertise
 Clarion's initial visit, tour,
 and our first informational
 public meeting (April 1)

E-Newsletters

Purpose: Provide periodic, short project updates and announcements. Allow participants to subscribe/unsubscribe from the newsletters at any point.

SUBSCRIPTION LIST

- Clarion will manage and maintain the project subscription list developed during the course of the project via the project web page and through public meetings.
- City staff will provide any existing stakeholder email addresses to Clarion (from existing city databases, if appropriate) to add to the project subscription list.
- If existing addresses cannot be provided, staff will distribute enewsletters using existing distribution lists, as available to reach other stakeholders not registered on the project subscription list.

NEWSLETTER CONTENT

- Clarion will draft all e-newsletter content prior to each outreach event and distribute to project subscription list
- City staff will review and approve each e-newsletter prior to distribution

- First e-newsletter (flyer)
 will announce website
 launch in late-March 2014
 and will be distributed to
 existing city distributions
 lists, as appropriate.
- Future e-newsletters will be distributed 2 weeks before each Outreach Event (via project subscription list)

Flyers/Direct Notification

Purpose: Provide information about the project and identify opportunities for participation.

FLYERS

- Clarion will draft flyers prior to each outreach event
- City staff will review, approve, print and distribute all flyers

OTHER PRINT MATERIALS

- Clarion will assist in the production of all other printed materials as needed
- City staff will review, approve, print and distribute all other direct notification materials
- Flyers may be included as water bill inserts for wider distribution at key points in the process, if timing and sequencing of mailings are appropriate.
- Flyers will be drafted 3 weeks before each Outreach Event
- Flyers will be distributed 2 weeks before each Outreach Event

Social Media

Purpose: Share project news and announce opportunities for public engagement. Employ existing City social media accounts to reach an existing audience.

- Clarion will prepare draft posts for the City, including posting dates and times. A project specific hashtag (#PLANUPDATE) will be used to track all posts.
- Clarion will coordinate with City staff to post materials to social media accounts and monitor activity
- Posts begin 2 weeks before each public information session

Media Updates/Press Releases

Purpose: Inform the media and public about the project and opportunities to participate.

PRESS RELEASES

- Clarion will draft short news releases prior to each public information session
- City staff will review, approve, and distribute all news releases

OTHER MEDIA UPDATES/APPEARANCES

- Clarion will attend/participate in other media interviews/appearances as needed, via phone or in-person when timing coincides with existing trips
- Future press releases distributed 1 week before each public information session
- Other media updates to occur as needed

General Plan Update: Preliminary Activities and Events Schedule

OUTREACH ACTIVITIES & DETAILS

TIME & LOCATION

Project Initiation

Purpose: Identify key issues and opportunities to be addressed by the General Plan update and collect relevant background information from a broad cross-section of community stakeholders and appropriate local, state, and federal government agencies. During this initial visit, we will meet with the GPAC and interview various stakeholder groups selected by the city.

STAKEHOLDER INTERVIEWS

Interviews with a variety of stakeholders will be conducted, drawing upon the preliminary list of interest groups below. Additional stakeholder interviews may be conducted during subsequent project phases, as necessary, to engage other groups and organizations listed on page 15.

- Economic Development
- Mobility and Transportation
- Lake Havasu Metropolitan Planning Organization
- Neighborhood Associations
- Affordable Housing
- Developers (Residential and Commercial)
- Parks and Recreation (including Site 6 and Sara Park)
- Natural Resources (e.g., shoreline protection)
- Cultural Resources
- Historic Preservation
- County Interests
- Business Associations
- City Staff
- Landlord Association
- Realtors

PUBLIC INFORMATION SESSION #1

Agenda Items:

- Team Introduction
- Project Overview
- Public Engagement Opportunities (e.g., online community survey and future information sessions to review and comment on draft general plan documents)

Tuesday, April 1, 2014 8:00 a.m. – 12:00 a.m. 1:00 p.m. – 5:00 p.m. Various times and locations

Tuesday, April 1, 2014
Time: 6:00 p.m. – 8:00 p.m.
Location: City Council Chambers

OUTREACH ACTIVITIES & DETAILS

TIME & LOCATION

General Plan Assessment

Purpose: Prepare a succinct, chapter-by-chapter assessment of the current General Plan, highlighting where targeted updates may be warranted to refresh plan content or comply with additional requirements triggered by population threshold (50,000 people). Prepare a summary of Community Data and Trends to help inform the General Plan process. The assessment and data and trends summary will be posted on the project webpage for public review two weeks prior to GPAC Meeting and Public Information Session #2.

 GENERAL PLAN COMMUNITY WORKSHOP (EVENING OPTION) Agenda Items: Project update/overview of major trends and key issues Seek input on General Plan Assessment (issues, vision, goals, and policies) 	September 8, 2014 Time: 6:00-8:00pm Location: City Council Chambers
GENERAL PLAN COMMUNITY WORKSHOP (MORNING OPTION) Agenda Items: Project update/overview of major trends and key issues Seek input on General Plan Assessment (issues, vision, goals, and policies)	September 9, 2014 Time: 9:00-11:00am Location: City Council Chambers
 GENERAL PLAN ADVISORY COMMITTEE MEETING #1 Agenda Items: Project update/overview of major trends and key issues Review highlights of community workshop results Seek input on General Plan Assessment (issues, vision, goals, and policies) 	September 9, 2014 Time: 11:30am-1:30pm Location: City Council Chambers
ONLINE SURVEY: GENERAL PLAN ASSESSMENT An online version of the community workshops will be posted on the project webpage immediately following the September meetings to provide those unable to attend a workshop with an opportunity to weigh in.	September 10-30, 2014 Location: http://www.lhcaz.gov/generalplan/

Draft General Plan

Purpose: Building on input received during the General Plan Assessment phase, prepare a draft of the updated General Plan, for review and comment by city staff and the public before drafting Final General Plan. A Staff Draft of General Plan will be provided for review and comment via a Web Conference prior to presenting the Draft Plan to the public during our September visit. The Draft Plan will be posted on the project webpage for public review two weeks prior to the third round of Community Meetings.

PUBLIC INFORMATION SESSION #3 (EVENING OPTION)	
 Agenda Items: Project Update Overview of Draft General Plan Gather public input on Draft General Plan to incorporate in Final General Plan 	October 30 th , 2014 Time: 6:00-8:00pm Location: City Council Chambers

OUTREACH ACTIVITIES & DETAILS	TIME & LOCATION
PUBLIC INFORMATION SESSION #3 (MORNING OPTION) Agenda Items: • Project Update • Overview of Draft General Plan • Gather public input on Draft General Plan to incorporate in Final General Plan	October 30 th , 2014 Time: 9:00am-11:00am Location: City Council Chambers
GENERAL PLAN ADVISORY COMMITTEE MEETING #2 Agenda Items: Project Update Discuss current community and agency feedback and coordination Review and solicit input on Draft General Plan	October 30 th , 2014 Time: 11:30am-1:30pm Location: City Council Chambers
Final General Plan (Adoption Draft)	
Purpose: Prepare Final Updated General Plan (Adoption Draft) for approval by Planning Commission and City Council prior to the mandatory 120-day waiting period before General Plan ratification.	
PUBLIC INFORMATION SESSION #4 (EVENING OPTION) Agenda Items: Project Update Overview of Final General Plan (Adoption Draft) Inform participants of public hearing process	December 3, 2014 Time: 6:00pm-8:00pm Location: City Council Chambers
PUBLIC INFORMATION SESSION #4 (MORNING OPTION) Agenda Items: • Project Update • Overview of Final General Plan (Adoption Draft) • Inform participants of public hearing process	December 4, 2014 Time: 9:00am-11:00am Location: City Council Chambers
GENERAL PLAN ADVISORY COMMITTEE MEETING #3 Agenda Items: • Project Update • Overview of Final General Plan (Adoption Draft) • Confirm public hearing process	December 4, 2014 Time: 11:30am-1:30pm Location: City Council Chambers

OUTREACH ACTIVITIES & DETAILS	TIME & LOCATION
General Plan Adoption	
 Provide General Plan to Planning Commission and City Council 60 days prior to hearing. City will forward the Plan to the following entities for review: ✓ Mohave County Planning Agency ✓ Each county or municipality that is contiguous to the corporate limits of LHC or its area of extraterritorial jurisdiction. ✓ The regional planning agency within which the municipality is located. ✓ The Arizona commerce authority or any other state agency that is subsequently designated as the general planning agency for this state. ✓ The department of water resources for review and comment on the water resources element. ✓ Military airport of facility notification (N/A). ✓ Any person or entity that requests in writing to receive a copy of the proposal. City will publish notice of Hearing #1 in local paper at least 15 days (not more than 30), before hearing. 	Date: TBD Time: TBD Location: City Council Chambers
PLANNING COMMISSION HEARING #2	Date: TBD Time: TBD Location: City Council Chambers
CITY COUNCIL HEARING #1 (SAME NOTICE REQUIREMENTS AS ABOVE)	Date: TBD Time: TBD Location: City Council Chambers

Development Code Update: Preliminary Activities & Events Schedule

OUTREACH ACTIVITIES & DETAILS

TIME & LOCATION

Project Initiation

Purpose: Identify key issues and opportunities to be addressed by the Development Code update and collect relevant background information. A Technical Advisory Committee (TAC), comprised of key community stakeholders and city staff, will meet with consultant on eight occasions to ensure that the community's expectations and concerns are considered throughout the update process.

STAKEHOLDER INTERVIEWS

Interviews with a variety of stakeholders will be conducted, drawing upon the preliminary list of interest groups below. Additional stakeholder interviews may be conducted during subsequent project phases, as necessary, to engage other groups and organizations listed on page 15.

- Economic Development
- Mobility and Transportation
- Lake Havasu Metropolitan Planning Organization
- Neighborhood Associations
- Affordable Housing
- Developers (Residential and Commercial)
- Parks and Recreation (including Site 6 and Sara Park)
- Natural Resources (e.g., shoreline protection)
- Cultural Resources
- Historic Preservation
- County Interests
- Business Associations
- City Staff
- Landlord Association
- Realtors

Tuesday, April 1, 2014 8:00 a.m. – 12:00 a.m. 1:00 p.m. – 5:00 p.m. Various times and locations

PUBLIC INFORMATION SESSION #1

Agenda Items:

- Team Introduction
- Project Overview
- Public Engagement Opportunities

Tuesday, April 1, 2014

Time: 6:00 p.m. – 8:00 p.m.

Location: City Council Chambers

OUTREACH ACTIVITIES & DETAILS

TIME & LOCATION

Code Enforcement Review and Options Report

Purpose: Address current issues and questions regarding zoning code enforcement techniques and best practices to help city contend with existing code enforcement issues in the interim and identify code enforcement practices and tools to include in the revised code.

TECHNICAL ADVISORY COMMITTEE MEETING #1, ENFORCEMENT MEMBERS (WEB CONFERENCE)

Agenda Items:

May 2014

- Review Code Enforcement Options Memo
- Identify enforcement practices and tools to incorporate into Staff Draft of code

Evaluation of Code

Purpose: Prepare a detailed evaluation and outline of code identifying parts of the code that need to be fixed, how the code structure will change, where standards will be revised (and why), and where existing material will be carried over.

TECHNICAL ADVISORY COMMITTEE MEETING #2

Agenda Items:

- Project Update
- Discuss current community feedback (from on-line survey and newsletter)
- Review and seek input on Code Evaluation and Outline (Assessment Report)

July 22, 2014

Time: 4:30 – 5:30

Location: Community Services

Department Office

PUBLIC INFORMATION SESSION #2

Agenda Items:

- Project Update
- Review and seek input on Code Evaluation and Outline (Assessment Report)

July 22, 2014

Time: 2:30-4:00

Location: City Council Chambers

Staff Draft of Code (Module 1 - Administration and Procedures)

Purpose: Prepare a staff draft of each code "module" (administration and procedures; zone districts and uses; development, design, and form standards) for review and correction by staff prior to public distribution (Public Draft).

TECHNICAL ADVISORY COMMITTEE MEETING #3 (VIA WEB-CONFERENCE)

Agenda Items:

- Project Update
- Discuss current community feedback
- Review Staff Draft of Module 1 (Administration and Procedures, including new code enforcement provisions)
- Identify necessary revisions to be made in Public Draft

September 2014

Time: TBD

OUTREACH ACTIVITIES & DETAILS	TIME & LOCATION	
Public Draft of Code (Module 1 - Administration and Procedures)	
Purpose: Gather public input on each "module" of the new code to inform the F	inal Draft of the new code.	
TECHNICAL ADVISORY COMMITTEE MEETING #4 Agenda Items: Project Update Discuss current community feedback Review and solicit input on Public Draft of Module 1	September 30, 2014 Time: TBD Location: Community Services Department Office	
PUBLIC INFORMATION SESSION #3 Agenda Items: Project Update Review Public Draft of Module 1 Collect public feedback (likes, dislikes, questions, concerns)	September 30, 2014 Time: TBD Location: City Council Chambers	
Staff Draft of Code (Module 2 - Zone Districts and Uses)		
TECHNICAL ADVISORY COMMITTEE MEETING #5 (VIA WEB CONFERENCE) Agenda Items: Project Update Discuss current community feedback Review Staff Draft of Module 2 (Zone Districts and Uses) Identify necessary revisions to be made in Public Draft	December 2014 Time: TBD	
Public Draft of Code (Module 2 - Zone Districts and Uses)		
TECHNICAL ADVISORY COMMITTEE MEETING #6 Agenda Items: Project Update Discuss current community feedback Review and solicit input on Public Draft of Module 2 Identify key issues to address in Final Draft of Module 2	January 2015 (2 day trip) Time: TBD Location: Community Services Department	
PUBLIC INFORMATION SESSION #4 Agenda Items: Project Update Review Public Draft of Module 2 Collect public feedback (likes, dislikes, questions, concerns)	January 2015 (2 day trip) Time: TBD Location: City Council Chambers	
Staff Draft of Code (Module 3 - Development, Design, and Form Standards)		
 TECHNICAL ADVISORY COMMITTEE MEETING #7 (WEB CONFERENCE) Agenda Items: Project Update Discuss current community feedback Review and solicit input on Staff Draft of Module 3 (Development, Design, and Form Standards) Identify necessary revisions to be made in Public Draft 	March 2015 Time: TBD	

TIME & LOCATION OUTREACH ACTIVITIES & DETAILS Public Draft of Code (Module 3 - Development, Design, and Form Standards) **TECHNICAL ADVISORY COMMITTEE MEETING #8** Agenda Items: April 2015 (2 day trip) Project Update Time: TBD Discuss current community feedback Location: Community Services Review and solicit input on Public Draft of Module 3 Department Identify key issues to address in Final Draft of Module 3 Discuss integration of all 3 Modules in Integrated Hearing Draft PUBLIC INFORMATION SESSION #5 April 2015 (2 day trip) Agenda Items: Time: TBD Project Update Review Public Draft of Module 3 Location: City Council Chambers Collect public feedback (likes, dislikes, questions, concerns)

Code Refinement & Adoption

Purpose: Combine the three code modules into one Integrated Hearing Draft that incorporates all of the changes required as a result of the TAC, and Public Information Session feedback received on each module.

TECHNICAL ADVISORY COMMITTEE MEETING #9 Agenda Items: Project Update Discuss current community feedback Review Integrated Hearing Draft Identify key issues likely to come up during adoption process Discuss additional refinements before adoption	June 2015 (2 day trip) Time: TBD Location: Community Services Department
PUBLIC ADOPTION HEARINGS	June-August 2015 (TBD)
 Joint Planning Commission & City Council Work Session – Second and Fourth Tuesdays City Council Hearing – Second and Fourth Tuesdays 	Time: TBD Location: City Council Chambers

List of Key Project Stakeholders

While the general public serves as the single largest stakeholder group for the General Plan and Development Code Update, this process is designed to ensure coordination with and targeted input opportunities for a variety of local, regional, state, and federal entities in addition to providing opportunities for input from the community at large. Below is a comprehensive list of key project stakeholders, individuals, and agencies, identified during initial stages of the project. Stakeholders will be kept informed regarding the Plan and Code Update and provided a variety of opportunities to provide input. Additional stakeholders may be identified and added to this list as the process progresses.

Federal:

- Bureau of Land Management
- Bureau of Reclamation
- Corp of Engineers
- U.S. Fish and Wildlife
- U.S. Coast Guard

State

- Arizona Department of Transportation (ADOT)
- Arizona State Land Department (ASLD)
- Arizona Department of Commerce
- Arizona Department of Environmental Quality
- Arizona Parks
- Arizona Department of Real Estate

Regional

- Mohave County
 - ✓ Planning and Development
 - ✓ Department of Transportation
- Sheriff's Department
- Western Arizona Council of Governments (WACOG)
- Lower Colorado Resource Conservation District
- San Bernardino County Sheriff's Department

Local

- Lake Havasu City
- City Manager's Office
- Community Development
- Engineering
- Water
- Wastewater
- City Attorney's Office
- Parks and Recreation
- Finance
- Police/Fire
- Public Relations
- Airport
- Lake Havasu City Partnership for Economic Development
- Lake Havasu Area Chamber of Commerce
- Lake Havasu Area Visitor and Convention Bureau

PUBLIC INVOLVEMENT PLAN —AUGUST 2014

- Lake Havasu Main Street Program
- Keep Havasu Beautiful Committee
- Lake Havasu Unified School District
- Mohave Community College
- Arizona State University Lake Havasu City Campus
- Colorado River Builders Association
- Lake Havasu City residents, businesses, and property owners

Private

- Arizona Public Service Company
- Citizen Utilities
- Major Medical Institutions
- Merchants' Association
- London Bridge Shopping Center Association
- Apartment Owners' Association